

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5882**



**AFMAN 23-110, VOLUME 2, PART 2,
CHAPTER 10**

**KIRTLAND AIR FORCE BASE
Supplement 1
1 APRIL 1999**

Supply

**USAF SUPPLY MANUAL—RECEIPT
PROCESSING**

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

OPR: 377 LG/LGSP (Christine Schneider)
Supersedes AFMAN 23-110, Vol II, Part 2,
Chapter 10 KAFBSUP 1,
27 February 1997

Certified by: 377 LG/LGS (Pierre L. D'Avignon)
Pages: 2
Distribution: F

AFMAN 23-110, Volume 2, Part 2, Chapter 10, April 1999 is supplemented as follows:

Section A - General Procedures

10.4.1. Do not use electronic counting scales for large quantity receipts.

10.4.1.4. Receiving will use Option A.

10.4.1.4.1.4. Destroy copy 4.

10.4.1.5.4. Destroy copy 4.

10.7.2. MICAP is responsible for researching and processing 356 rejects for mission capability (MICAP) and Stock Control is responsible for non-local purchase requisitions.

10.15. Off-base locations will not process receiving documents.

10.16.2. Off base locations will not process receiving documents.

Attachment 10A4 – Document Flow for Receipts

10A4.7.4.1. Receiving will reproduce the necessary copies.

10A4.7.4.2. If two copies are available, leave one copy with the property.

Section C - Processing of Specific Types of Items

10.34.3. NOTE: Signatures are required on documentation for sensitive or pilferable items when moved within supply channels.

Section D - Local Purchase

10.37.2. For discrepancies of local purchase receipts, initiate a Standard Form 364, **Report of Discrepancy** and distribute copies as follows:

- Defense Finance and Accounting
- Operational Contracting
- Document Control
- Procedures and Standardization
- Suspense copy for Local Purchase Receiving

10.38.5. The Receiving Section will contact Air Force Research Laboratory Operational Contracting (AFRL/PKO) to obtain the necessary documents or information to process receipts.

GARY L.BLEDSOE, Col, USAF
Commander, 377th Logistics Group